

Barry R. McBee, *Chairman*
R. B. "Ralph" Marquez, *Commissioner*
John M. Baker, *Commissioner*
Dan Pearson, *Executive Director*



TEXAS NATURAL RESOURCE CONSERVATION COMMISSION

Protecting Texas by Reducing and Preventing Pollution

April 17, 1998

Dear State Fund Administrators and EPA Regional Program Managers:

Please join us for the Seventh Annual State Fund Administrators Conference on June 22-24, 1998 at the Omni Austin Hotel--Downtown in Austin, Texas. The Texas Natural Resource Conservation Commission and The Association of State Underground Storage Tank Cleanup Funds are co-hosting the conference along with EPA's Office of Underground Storage Tanks and the New England Interstate Water Pollution Control Commission.

This year's conference theme, *State Funds and 1998: Back to the Future*, reflects the topic of most interest expressed in your responses to the survey. As the Agenda Committee discussed the impact of the 1998 upgrade deadline, it seemed like *deja vu* to us or as the modern expression says it, "been there, done that." The challenge then became, "how can we make the 1998 deadline work for us instead of against us?" Maximizing resources, controlling costs, and using Funds as compliance mechanisms, all topics equally high on the list for State Fund Administrators, seemed to be part of the answer. Other topics your survey responses ranked very high include waste, fraud and abuse; level of review/risk; and auditing. The agenda developed by the committee will provide a lot of good information on these topics and others, some creative thinking on current challenges, and many opportunities to network and exchange ideas with your Fund colleagues.

STATE FUND SUCCESS STORIES: The Task Force will again present awards for the best Fund success in three categories. Winners of these prestigious awards will be announced during the Opening Plenary Session. As you read in the first invitational letter, we have redefined the categories and hopefully given better explanations of each category in an attempt to make it easier to describe your successes. The categories include Financial Success; Policy, Innovation and Productivity; and Success With Stakeholders. A special award for the "Best

Fund For Getting The Job Done" also will be awarded again this year. Enclosure 6. State Fund Success Stories is the form you should use to submit your success stories. Note that the deadline has been extended to May 15th. Please fill out the enclosed form and send it to Steve Crimauldo of ASTSWMO no later than May 15th. To save Steve many hours of retyping the success stories, please send your success stories to Steve via Internet E-Mail. The next best option is to mail him a disk copy. The least desirable method is fax, but if you are close to the deadline, then fax away. Steve's e-mail address is:

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Internet:swmsbc@sso.org. If you have any questions about the process, contact Dan Neal at 512/239-2258.

For your convenience, we are again sending you the following enclosures. Please note the deadlines where they appear and respond by the date listed.

- **Enclosure 1. Final Draft Agenda (3 pages).**
The final agenda, including repeat sessions, will be in your conference program. See the conference abstracts document for a description of each session including organizer and speakers.
- **Enclosure 2. Travel and Lodging Information (1 page)**
Cut-off date for hotel guest rooms is May 29, 1998. You must meet this deadline to be guaranteed a guest room at the negotiated rate. See enclosure for details.
- **Enclosure 3. 1998 Planning Calendar (1 page)**
An updated version is enclosed.
- **Enclosure 4. Pre-Registration Form (1 page)**
Please pre-register no later than May 15th.
- **Enclosure 5. Request for Travel Reimbursement (1 page)**
NEIWPCC will reimburse travel expenses for one person from each state that meets the hardship criteria. If funds are available, NEIWPCC will consider reimbursing two people from one state, but only after all other state requests have been accommodated. To assist as many people as possible, NEIWPCC asks that travelers being reimbursed either stay over a Saturday night to take advantage of excursion air fares, or schedule a "zone fare" flight (see Enclosure 2., Travel and Lodging Information).

If you are requesting reimbursement, please complete the attached form (separate form for each traveler) and forward it as soon as possible, preferably by **May 1st**. (Requests may be submitted after May 1st, but priority will be given to all requests, including those for a second traveler from a state, received by May 1st.) The form has been revised and includes an "Explanation" section in which you can write a justification to request

reimbursement that exceeds established travel costs for this conference as recorded on the form. For record keeping purposes, fax your completed form to Lynn DePont, EPA/OUST. Upon receipt, Ms. DePont will forward the forms to NEIWPCC for their dispatch. You will receive a letter from NEIWPCC outlining their process for reimbursement of travel expenses. *If you have any questions regarding NEIWPCC's reimbursement process, please call Jeanette Bengtson at (978) 658-0500.*

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- **Enclosure 6. State Fund Success Stories (3 pages).**

State Fund Survey: Chuck Schwer of Vermont will be sending the survey out in May so that our information will be as up to date as possible. We are all very busy, however, this survey is a valuable and useful tool for us all, so please help Chuck by returning your updated survey as soon as possible. An updated version and summary will be in your conference packet.

Conference Registration: As outlined in our first invitational letter dated February 27th, on-site registration will be conducted in the Foyer outside the Capitol Ballroom on the 2nd Floor of the Omni. Registration will be from 1:00 to 6:00 p.m. Sunday, June 21st and will continue Monday morning starting at 7:30 a.m. **All conference participants, including speakers whether or not they are staying overnight, are required to register.**

State Fund Task Force Meeting: An open meeting of Task Force members and all interested State Fund Administrators will be held from 3:00 to 5:00 pm on Sunday, June 21st prior to the welcoming reception. State Fund Administrators and staff are welcome.

Welcoming Reception: Our annual welcoming reception will be held Sunday evening from 5:30 to 7:30 in the Atrium on the first floor of the Omni Hotel.

Social Activity: Please join us for dinner and entertainment at the Salt Lick Restaurant in Driftwood, Texas. Transportation is included in the cost; buses will leave from the hotel promptly at 5:00 p.m. Details are on the Pre-registration Form. Again, please return your Pre-registration form no later than May 15th.

State Information: If you wish to send materials in advance, either for the information tables or for sessions, please use the address below on all of your shipping labels:

Box 1 of 2, etc.
Omni Austin Hotel Downtown
Attn: State Fund Admin. Conf., Conference Services
700 San Jacinto at 8th Street
Austin, TX 78701

Conference Planning Team: A list of team members and their responsibilities is provided below. Feel free to contact any team member if you have questions.

Agenda

George Matthis, NC	(919) 733-1332
George_Matthis@mail.ehnr.state.nc.us	fax 733-9413
Dan Neal, TX	(512) 239-2258
dneal@tnrcc.state.tx.us	fax 239-2020

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	Bill Lienesch, EPA OUST lienesch.william@epamail.epa.gov Peg Rogers, EPA OUST	(703) 603-7162 fax 603-9163 See below
Central Point of Contact	Dan Neal, TX Same as above	Same as above
Pre-Registration & State Support	Harold (Bud) Baughman, TX hbaughma@tnrcc.state.tx.us	(512) 239-6326 fax 239-6307
Travel Reimbursement	Jeanette Bengtson, NEIWPCC jbengtson@neiwpcc.org	(978) 658-0500 fax 658-5509
Logistics & Meeting Planning	Peg Rogers, EPA OUST rogers.margaret@epamail.epa.gov	(703) 603-7169 fax 603-9163
State Fund Survey	Chuck Schwer, VT chucks@dec.anr.state.vt.us	(802) 241-3876 fax 241-3296

The 1998 conference is coming up soon and the 1998 deadline isn't far behind. I hope you will join us in Austin as we look to our collective past for creative solutions to our collective future. If you have any questions or requests, please do not hesitate to call George Matthis in North Carolina or me. See you in Austin.

Sincerely,

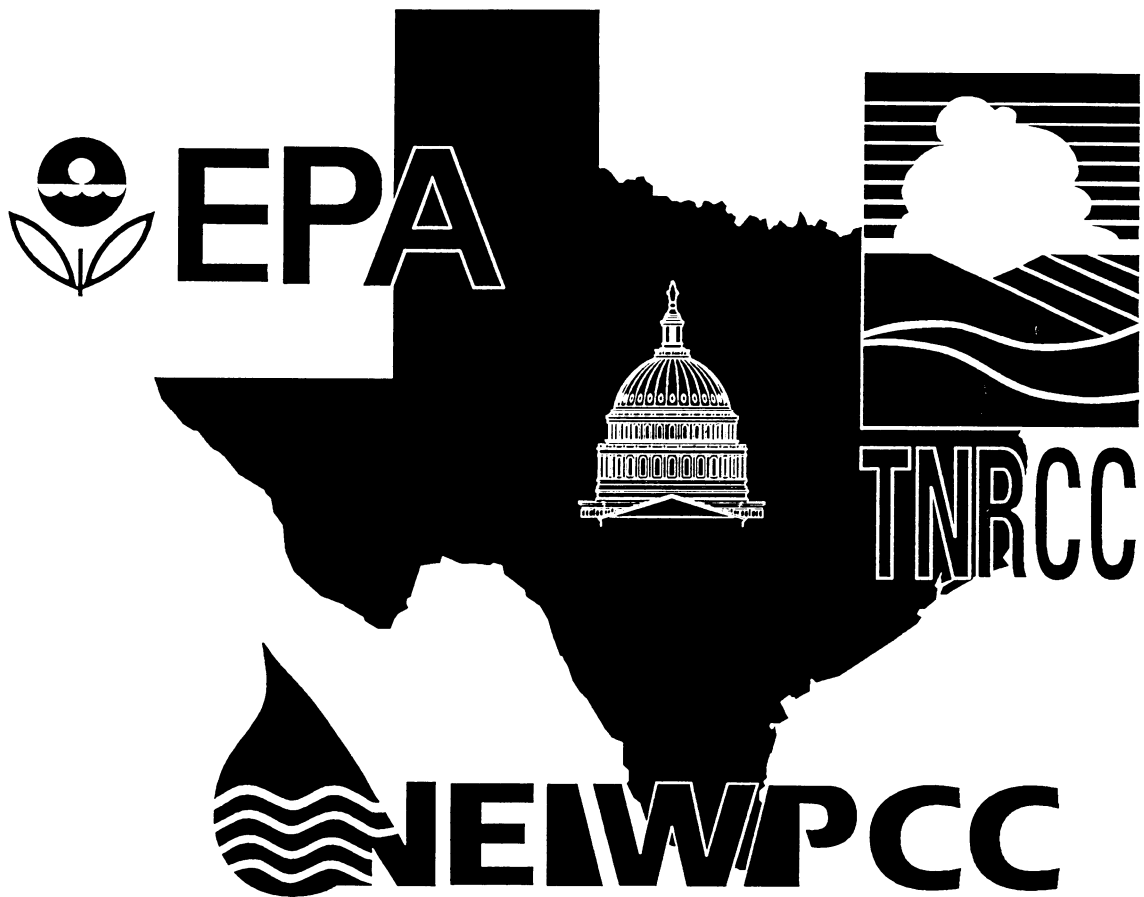


Dan M. Neal II, Manager
Reimbursement Section
Petroleum Storage Tank Division

Enclosures

cc: USEPA OUST Management Team
USEPA OUST Desk Officers
Lynn DePont, USEPA OUST
Jason Hughes, NEIWPCC
Jeanette Bengtson, NEIWPCC

The Seventh Annual State Fund Administrators Conference



***OMNI AUSTIN HOTEL--DOWNTOWN
AUSTIN, TEXAS
JUNE 22-24, 1998***

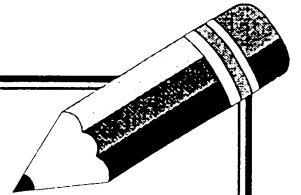
Printed on recycled paper

State Funds And 1998: Back To The Future

Conference Agenda -- Monday, June 22

8:30	Opening Plenary Session <i>(Capitol Ballroom)</i> Welcome George Matthis, NC Dan Neal, TX Keynote Anna Hopkins Virbick, Director, OUST Ralph Marquez, Commissioner, TNRCC		
9:15	State Fund Survey Chuck Schwer, VT <i>(Capitol Ballroom)</i>		
9:30	Annual Fund Awards for State Fund Success <i>(Capitol Ballroom)</i> Ellen Frye, L.U.S.T.Line Steve Crimauco, ASTSWMO		
10:00	Break		
10:30	1998: Back to the Future <i>(Capitol Ballroom)</i> From Cleanup to Prevention MTBE and Other Oxygenates Cost Effective Cleanups Funds and the Insurance Gap Financial Responsibility: Key to Prevention Dan Neal, TX; Bill Lienesch, OUST		
11:40	Overview of Workshops by Track <i>(Capitol Ballroom)</i> Financial: Patricia Nowack, AZ Legal/Management: Dick Swanson, GA Corrective Action: Dennis Rounds, SD		
12:00	Lunch (on your own)		
	Financial	Legal/Management	Corrective Action
1:30	The Financial Drain of 1998 on Fund Solvency George Matthis, NC <i>(Lone Star)</i>	Third Party Claims: The Good, The Bad, and The Ugly Chuck Schwer, VT <i>(Longhorn)</i>	Now's the Time for Cost Saving Innovative Cleanup Technologies Jeff Kuhn, MT <i>(Capitol Ballroom)</i>
3:00	Break		
3:15	Audits: Protecting Your Fund in the Office and in the Field Dan Neal, TX <i>(Lone Star)</i>	Internet Resources: Working the Net Steve Crimauco, ASTSWMO <i>(Capitol Ballroom)</i>	MTBE and Other Oxygenates: Real or Perceived Impact? Gil Cerruti, NV <i>(Longhorn)</i>
4:45	Adjourn		
5:00	Buses Depart Hotel for Texas B-B-Q Dinner The Salt Lick Restaurant, Driftwood, Texas		

Conference Agenda -- Tuesday, June 23



8:30	Uncovering Innovative Schemes to Defraud Your Fund Mary-Ellen Kendall, VA <i>(Capitol Ballroom)</i>			
10:00	Break			
	<i>Financial</i>	<i>Legal/ Management</i>	<i>Corrective Action</i>	<i>Repeat</i>
10:30	Cost Recovery: Getting All You Can Get Bill Alpine, MA <i>(Lone Star)</i>	Financial Responsibility: The 1998 Compliance Tool Stan Clark, SC <i>(Austin)</i>	Communication: The Science and The Art Peg Rogers, OUST <i>(Capitol Ballroom)</i>	Closures: How Closed is Closed? Dave Deaner, CA <i>(Longhorn)</i>
12:00	Lunch (on your own)			
1:30	Tools for Cost Control: --Pre-approval --Rate Structures --Defined Scopes of Work Lori Cessna Baker KY <i>(Lone Star)</i>	Closures: How Closed is Closed? (Repeat Session) Dave Deaner, CA <i>(Longhorn)</i>	The Politics of RBCA John Podolinsky, MT <i>(Capitol Ballroom)</i>	The Financial Drain of 1998 on Fund Solvency George Matthis, NC <i>(Austin)</i>
3:00	Break			
3:30	More Tools for Cost Control: --Pay-for- Performance --State-lead CA Lori Cessna Baker, KY <i>(Lone Star)</i>	Communication: The Science and The Art (Repeat Session) Peg Rogers, OUST <i>(Capitol Ballroom)</i>	The Question of Necessity: Monitoring Plans and Other Remedial Options Bruce Lindholm, SD <i>(Longhorn)</i>	Audits: Protecting Your Fund in the Office and in the Field Dan Neal, TX <i>(Austin)</i>
5:00	Adjourn			

Conference Agenda -- Wednesday, June 24

	<i>Financial</i>	<i>Legal/ Management</i>	<i>Corrective Action</i>	<i>Repeat</i>
8:30	Planning for Financial Responsibility After 1998 Pat Rounds, IA (Austin)	Maximizing Fund Resources Chuck Williams, FL (Longhorn)	Overcoming Barriers to Pay-for- Performance Bill Foskett, OUST (Capitol Ballroom)	Financial Responsibility: The 1998 Compliance Tool Stan Clark, SC (Lone Star)
10:00	Break			
10:30	Legal Update: We Fought the Law and the Law Won (Capitol Ballroom) Mary-Ellen Kendall, VA; Dean Lerner, IA			
11:30	The Fund and Games: An Interactive Session (Capitol Ballroom) Dennis Rounds, SD; Dan Neal, TX			
12:00	A Look At Next Year's Site (Capitol Ballroom) Lori Cessna Baker, KY			
12:15	Closing (Capitol Ballroom) Dan Neal, TX George Matthis, NC			
12:30	Adjourn			

Enclosure 2. Travel and Lodging Information

7th Annual State Fund Administrators Conference June 22-24, 1998; Austin, Texas

HOTEL INFORMATION

Location: Omni Austin Hotel--Downtown, 700 San Jacinto at 8th Street, Austin, TX 78701
Telephone: 1-800-843-6664 or 512-476-3700; Hotel Fax: 512-320-5882

Room Rate:	\$74.00 per night single occupancy	\$ 94.00 per night double occupancy
	<u>9.62</u> tax	<u>12.22</u> tax
	\$83.62 total	\$106.22 total

Please request a room in the State Fund Administrators Conference room block. **ALL RESERVATIONS MUST BE MADE BY THE CUT-OFF DATE: MAY 29, 1998.** Reservations will be taken on a first come, first served basis. You must reserve a room by this date to be guaranteed the rates listed above. After this date, reservations will be accepted on a space available basis only, at current published room rates.

The Omni requires all reservations to be guaranteed (with a credit card or advance payment) at least ten (10) business days prior to arrival. All reservations not guaranteed within ten (10) business days are subject to cancellation without notice. All cancellations must be received 24 hours prior to the day of arrival to receive a refund of deposit. Rooms will be held until 6:00 pm on the day of arrival when guaranteed with a major credit card or a deposit equivalent to one night's lodging.

The State of Texas exempts state occupancy tax, but the City of Austin does not exempt city occupancy tax. To receive the state occupancy tax exemption, participants, whether federal or state, must present their government identification with their tax exempt *form* filled out at the time of registration.

Both smoking and non-smoking rooms are available. Please state your preference when you make your reservation. Check-in time is 3:00 pm; check-out time is 12:00 noon.

GROUND TRANSPORTATION AND HOTEL PARKING

The Omni offers complimentary shuttle service to and from Robert Mueller Airport. The shuttle departs the hotel every 30 minutes. Covered self parking with in and out privileges is available to overnight guests for \$6.00 per day. A daily self parking rate for meeting attendees not staying at the hotel is available for \$3.00 per day.

AIRLINE AND CAR RENTAL INFORMATION

Two types of discounted group airfares have been prearranged with American Airlines. They are excursion fares, which usually require a Saturday night stay, and zone fares, which do not require a Saturday night stay. To learn about the discounts and/or to make a reservation, call your local travel agent or American Airlines at 1-800-433-1790 and ask for **AN Number 9468UM**. Discounted fares will be available from Friday, June 19 through Sunday, June 28, 1998. You can also receive a discounted price from Avis, the official car rental company for American's conference support service; just ask the reservations person you speak with. Or, you can receive the discount directly from Avis by calling 1-800-331-1600 and requesting Discount Number AWD#B136000.

Remember: for those travelers being reimbursed by NEIWPCC, car rental is not an allowable expense.

QUESTIONS

If you have a logistical question or problem, please contact Peg Rogers in OUST and she will be happy to assist you: phone (703) 603-7169 or e-mail rogers.margaret@epamail.epa.gov. If you have a travel reimbursement question, please contact Jeanette Bengtson at NEIWPCC on (978) 658-0500 or e-mail jbengtson@neiwpcc.org.

Enclosure 3.

**7th Annual State Fund Administrators Conference
June 22-24, 1998
Omni Austin Hotel--Downtown
Austin, Texas**

1998 Conference Planning Calendar

- | | |
|----------------|--|
| May 1 | Fax request for travel reimbursement to Lynn DePont, EPA/OUST, fax 703-603-9163 (Lynn will fax your request to Jeanette Bengtson at NEIWPCC) |
| May 15 | State Fund Success Stories to Steve Crimaucho, ASTSWMO e-mail swmsbc@sso.org |
| May 15 | Cut-off date to return pre-registration form to Harold Baughman, TNRCC fax 512-239-6307 |
| May 15 | Last day to pay for dinner at The Salt Lick Restaurant |
| May 29 | Cut-off date to guarantee special room rate at Omni Austin Hotel--Downtown |
| June 1 | Last day to cancel Salt Lick Restaurant dinner reservation and receive refund |
| June 21 | On-site registration: 1:00 to 6:00 p.m. |
| June 21 | State Fund Task Force Annual Meeting: 3:00 to 5:00 p.m. |
| June 21 | Welcoming Reception: 5:30 to 7:30 p.m. |
| June 22 | On-site registration continues: 7:30 a.m. |
| June 22 | Conference convenes: 8:30 a.m. |
| June 22 | Dinner and entertainment at The Salt Lick Restaurant: 5:00 to 10:30 p.m. |
| June 24 | Conference concludes: 12:15 p.m. |

Enclosure 4. Pre-Registration Form

**7th Annual State Fund Administrators Conference
June 22-24, 1998
Austin, Texas**

(Please type or print)

Name _____ Name on badge _____
(last) (first) (initial)

Agency/Organization _____

Office Address _____

City _____ State _____ Zip _____ Phone(____) _____

Fax(____) _____ E-mail Address _____

(Please use your business address only. We are prohibited from publishing personal information.)

I am (check all that apply):

- _____ The State Fund Administrator for my State.
_____ State Fund Staff (or Legal Council) for my State.
_____ Staff for Cleanup or UST Compliance Program for my State.
_____ Presentor/Speaker
_____ EPA Staff
_____ Other: _____

There is no registration fee; however, group activities have been planned. Please indicate below those activities you will attend.

1. Welcoming Reception _____ I will attend
(Cash bar available)
2. Dinner and Show at The Salt Lick Restaurant _____ I will attend No. _____
(Cost: \$15.00 per person, including children)

Please include payment for dinner and the show at The Salt Lick Restaurant with your pre-registration. Checks should be made payable to "State Fund Administrators Conference" and returned with your pre-registration form no later than May 15 to:

Harold Baughman
State Fund Administrators Conference
13312 Rochester Cove
Austin, Texas 78753
Fax: 512/239-6307
Phone: 512/239-6326

Enclosure 5.
REQUEST FOR NEIWPCC TRAVEL REIMBURSEMENT

(Use a separate form for each traveler)

MEETING PURPOSE: 7th Annual State Fund Administrators Conference
Dates of Meeting: June 22-24, 1998
Approved Dates of Travel: June 20-24, 1998
Meeting Location: Omni Austin Hotel--Downtown, Austin, TX

Name of Traveler

Phone Number

Fax Number

(Please Print)

Organization: _____

Mailing Address: _____

Zip Code: _____

Traveling by: **Personal Vehicle** ____ **Air** ____ **Rail** ____

Staying in Omni? (\$83.62 inclusive of tax) Yes ____ **No** ____

If no, name of hotel _____ **Rate** _____

Per Diem Allowance (govt. estimate): \$34.00/day

Estimated Total Cost: \$ _____ **(Includes transportation (ground and air/rail),
lodging, local mileage, tolls, parking, cabs,
shuttles, miscellaneous expenses)**

Explanation (please use this section, as needed): _____

Note: NEIWPCC will send each traveler an invitational travel letter outlining the reimbursement procedures before any travel expenses are incurred.

To receive priority consideration by NEIWPCC, please fax this form by 5/1/98 to:

Lynn DePont (EPA/OUST)
FAX: 703-603-9163
TELE: 703-603-7148

Enclosure 6.
1998 State Fund Success Stories

Instructions

Please describe on the attached form a success you have had in your State Fund Program within the last 18 months in one, two or all three of the categories listed below. The success needs to be specific, such as a policy or process you established which changed how the program operated or implementation of legislation that was enacted which solved a problem. Be sure to describe the results you obtained in as much detail as possible.

1. **Financial Success** (example: implementation of a new rate structure; discussion of successful or new cost recovery or auditing methods; discovery of unusual fraud schemes and method of detection; implementation of defined scopes of work; use of innovative technologies to cut cleanup costs; pay for performance; other?)
2. **Policy, Innovation, and Productivity** (example: process or procedure innovations, thinking out of the box; solving a long standing problem or hurdle; innovations resulting in significant productivity increase; policy change to use expedited closure, remediation by natural attenuation, RBCA; innovative incentive programs; other?)
3. **Success With Stakeholders** (example: implementation of new or continued joint outreach activities with trade assoc's., marketers, o/o's, consultants, bankers; joint projects such as rule or policy development; others?)

With each success submitted, please identify the success, what problem it solved and how it helped or changed your program, who benefits from the success, and how it was implemented. Please be as specific as possible. Others of us may want to borrow your successful ideas to utilize in our programs.

Please return by May 15, 1998 to : Steve Crimaudo
ASTSWMO
444 North Capitol Street, N.W.
Suite 315
Washington, D.C. 20001
Internet: swmsbc@sso.org
Phone: (202) 624-7883
Fax: (202) 624-7875

To save Steve many hours of retyping our success stories, if you can, please send your success stories to Steve via the Internet. The next best option is to mail him a disk copy. The least desirable method is fax, but if you are close to the deadline, then fax away.

Category: _____

Describe the Success (Emphasize its creative and novel elements or innovations):

[illegible]

What Problem(s) did it Resolve and Describe the Results:

[illegible]

[illegible][illegible]

Phone: _____ **Fax:** _____ **E-Mail:** _____

NOTE: Duplicate this form if you are submitting more than one success story.